



ADMINISTRATIVE POLICIES AND PROCEDURES

Policy ID: Human Resources
Subject: Outside Employment Policy
Creation Date: January 17, 2012
Revision Date:
Prepared By: Human Resources Department
Approved By: City Manager
Legal Review: John Batoon

DESCRIPTION: **OUTSIDE EMPLOYMENT**

I. Policy:

Regular full time members of the classified services shall be permitted to work part time for other employers subject to the provisions of this policy. Full time employees must recognize that their primary duties are to the City of El Paso. Employees are subject to call at any time for emergencies, special assignments, overtime, and the like, and the obligations of outside employment are always subordinate to the needs of the City of El Paso. Regular part time employees are expected to work all scheduled shifts.

II. Procedures:

Request for outside employment must be submitted on appropriate forms as provided by the Department of Human Resources and must include the specific type of employment.

A. Application:

1. An employee must submit a request for permission to work at outside employment to the Department Head for approval. Request for outside employment shall not exceed twenty-five (25) hours per week.
2. A Department Head may place reasonable limitations or conditions on the performance of any outside employment.
3. Determination of limitations on outside employment will be based upon the best interest of the City in furthering professionalism, protecting the reputation of the employee and City and ensuring the City receives full and faithful service in return for its expenditure of resources.
4. If the Department Head believes an employment request is inappropriate and does not meet the criteria established by this policy, he must submit the request to a Deputy City Manager or the City Manager and obtain his concurrence prior to disapproving the request.
5. Applications that have been approved by the Department Head will be valid for a period not to exceed two (2) years from the date of approval, and only for the specific type of employment approved.
6. An original application must be submitted before an

employee may change the type of employment for which he has been approved.

7. Each Department Head shall periodically review outside employment within the department to ensure compliance with this policy.
8. It is the duty of each Department Head to revoke an employee's outside employment approval in the event the employee fails to comply with the provision of this policy, fails to conform to the conditions of qualifications, or receives an overall rating of less than "Meets Performance Standards" on any regularly scheduled Performance Report, provided further that a Department Head may give an employee notice and reasonable opportunity to cure their noncompliance or other deficiency prior to revocation.

B. Conditions that may disqualify an employee for outside employments:

1. Where it appears from the employee's sick leave record or other evidence that outside employment would measurably impair the applicant's ability to discharge official duties and responsibilities with the City.
2. Where outside employment, or the place where it is performed, would likely bring either the City or the employee into disfavor with the public, involve the employee in violation of the Rules and Regulations of the Commission or the employee's department, or present the employee with an actual or potential conflict of interest respecting city employment.
3. Where the employment, or the place where it is to be performed, are such as to measurably impair the employee's efficiency, capability, or availability as an employee of the City.
4. Where the outside employment requires the employee to appear in the official uniform of the employee's City employment where such practice would violate a rule of the employee's department or where the outside employment would involve the service of civil process.
5. Where the outside employment of a public safety employee would involve the operation of, or employment in, an establishment where the principle business is the sale of intoxicating beverages.
6. Where the outside employment could affect their ability to make unbiased decisions or recommendations in the duties of their job with the City.
7. Where the outside employment could compromise their independent judgment regarding recommendations or choice of vendors or services that are provided City of El Paso.
8. When the outside employment exceeds the number of hours allowed in any one calendar week more than twice in a year, and is not reported to Department Head for a determination of extenuating circumstances.

APPROVED BY:

Joyce Wilson
Joyce Wilson, City Manager

3/15/12
Date